

# LOS ALAMOS NATIONAL LABORATORY

## P-FM

### Physics Complex Emergency Evacuation Plan

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# **Physics Complex Site Specific Emergency Training**

## **For**

### **New Resident & Annual Refresher Training Acknowledgment**

#### Training Requirements

All LANL employees are required to receive and understand site-specific emergency training. ***It is Group Management's responsibility to ensure that the annual emergency site-specific training requirements are met.*** After you have read the "Physics Complex Emergency Evacuation Plan" and completed the training acknowledgement, you will have completed your site-specific emergency training responsibilities as a resident employee within the Physics Complex. Please note that additional site specific training requirements may be necessary if you have an office or a laboratory in an area not covered by this plan.

In order to be effective in remembering these emergency procedures, please take the time to walk the evacuation routes to your assembly areas. Locate the emergency pull boxes, sweep flags, and the emergency information maps in your work area, and develop a personal emergency action plan in your mind, as to what your response will be in an emergency situation.

***Note: Please copy a completed "Acknowledgment Form" ( found at the end of this document) and send to your organization's Training Representative.***

The following sections are included in this document:

- Scope
- Notification Procedure
- Building Evacuation Alarms
- Evacuation Sweep Zones, Evacuation Routes, and Assembly Areas
- General Evacuation Procedure
- Handicapped Employee/Visitor Evacuation Procedure
- Evacuation Sweep Procedure
- Accountability Procedure
- Return to Normal Operations/Reentry Procedures
- Spill & Containment Procedure
- Training Acknowledgement

## Scope

The Physics Complex is defined as buildings 40 206, 215, 218, 228, 253, 322, 406, 494, 545, 1516, 1540, 1541, 1596, 1702, 1714, 1887, 1888, 1911, 1912 (all located within TA3) bounded on the North by Mercury Road, on the East by Pajarito Road, on the South by Calle Tierra Y Cielo (passes just to the south of the Physics Auditorium), and on the West by the exclusion fence. Because of the proximity of the buildings and some interconnections between buildings, this Emergency Evacuation Plan is applicable to all buildings within the defined complex. It is important to note that the Physics Complex does not alarm as a unit. Individual buildings are alarmed and evacuated separately.

## Notifications Procedure

Upon noticing any situation that is perceived to be capable of causing immediate harm to people, property, or the environment, anybody can and should:

- Pull the handle on a fire alarm pull box if immediate evacuation of the area seems necessary. **DO NOT USE PULL BOXES FOR SUSPICIOUS PACKAGES.**
- Call 911 if :
  - Emergency response personnel are needed (i.e., paramedics)
  - A pull box alarm was pulled. Tell the 911 operator why the alarm was pulled.
  - A building was evacuated due to an automatic alarm. Give the 911 operator any information gathered during the sweep and evacuation (i.e., workers cut a power line)
  - A suspicious package has been found.
- Notify Line management. Line Management will notify the designated Facility Manager or Designee.
- Notify any adjacent buildings that are imminently threatened.

**NOTE:** On any phone call to 911, 667-7080 (the Central Alarm Station), or pull of a pull box, the Central Alarm station notifies EM&R. If none of these actions were taken, personnel should call EM&R directly at 667-6211.

## **Building Evacuation Alarms**

Building evacuations may be initiated due to fire, hazardous material releases, bomb threats, or any other situation that may place the occupants of a building at risk of harm. At the sound (Whoop! Whoop!) of a fire alarm, the visual flashing of an emergency evacuation light, or as instructed by an audible emergency message over the public address system, all building occupants must evacuate following the procedures written below.

Many of the buildings are located close together or are interconnected by corridors making it possible to hear the audible alarm from adjacent buildings. It is not necessary to evacuate unless the alarm is from within the building you occupy, but if there are any doubts as to the source of an alarm, please evacuate per the requirements of this plan. The alarms are equipped with a bright red or white strobe lamp as a visual indication of an alarm. The presence or absence of a flashing strobe can be used as an aide to determine if the alarm is coming from the building you occupy. If there is not a flashing lamp within the main corridors of your building, then you are hearing an alarm from an adjacent building and do not need to evacuate.

When any portion of the complex is evacuated, the facility manager and/or the incident commander will assess the situation and determine if the evacuation of the adjacent structures is necessary and will initiate the evacuation of additional areas as needed. The connecting hallways between buildings are equipped with self-closing fire doors that isolate the buildings if smoke is present.

## **Evacuation Sweep Zones, Evacuation Routes, and Assembly Areas**

Evacuation sweep zones have been established throughout the Physics Complex. A sweep flag and evacuation route map have been strategically located within each zone. Flag locations are displayed pictorially as the "You Are Here" starting points on the posted Evacuation Route Maps. Assembly Areas, marked by a stantion, are gathering points for all persons involved in an emergency evacuation. Each Assembly Area is assigned an emergency evacuation radio that is located within a designated radio office. The radio offices have the responsibility for ensuring that the radios are ready for operation and are carried to the appropriate Assembly Area during an evacuation. A separate procedure covers the location, use, and responsibilities of the emergency radios.

If it is evident due to smoke or other hazards that the normal assembly area is unsafe, then an alternative location should be identified.

It is each building occupant's responsibility to be familiar with their evacuation route, the location of their assembly area, and the location of their sweep flag and zone.

## **General Evacuation Procedure**

- If safe to do so with minimal delay in exiting:
  - Turn off electrical equipment.
  - Place hazardous operations or materials into a safe standby mode.
  - Close your windows.
- Exit the room, closing the door behind you. If possible, leave your doors unlocked in order to expedite access by emergency responders if needed. (The responders do not have keys to your work area).
- Do not carry coffee, food, soft drinks, or items that if dropped could inhibit safe egress and cause slips, trips, or falls.
- If the sweep flag has not yet been taken, take it and conduct a sweep of the zone (see sweep procedure below).
- Walk to the designated assembly area via the designated route. If the route is blocked by unsafe conditions take the nearest safe path out of the building.
- Escort visitors and contractors to your assembly area.
- Do not use elevators during an evacuation.
- Do not reenter the building or your work area once you have exited.
- Do not smoke while you are leaving a building or at an assembly area.
- Be aware of and give the right-of-way to responding emergency vehicles and personnel.
- If operations were left in a hazardous mode, report this condition to the senior line manager at the assembly area for communication to the facility emergency response crew.
- Remain at the assembly area for further instructions or the "All Clear" signal is given by the Incident Commander or the Facility Representative.

## **Handicapped Employee/Visitor Evacuation Procedure**

Any employee having a permanent or temporary handicap that would hinder their timely evacuation must notify their supervisor accordingly. The supervisor will assign a co-worker(s) and an alternate to assist that employee during evacuation. If emergency responder assistance is required, the assigned assistant shall immediately notify the assembly point leader so that personnel and equipment can be immediately requested through the Incident Commander.

A handicapped visitor is the responsibility of his/her escort. When evacuation is required, the escort will assist the visitor out of the building to the assembly area.

## **Evacuation Sweep Procedure**

In order to account for personnel, a flag sweep system is used. The sweep identifies those zones that have been evacuated, and those areas where personnel may still be in the

building. Sweeps are not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the sweep route, or route blockage would force the sweeper deeper into the building. No one is to reenter a building to perform a sweep or retrieve a missed flag.

**The Physics Complex sweep procedure is as follows:**

- In an evacuation of the building, the first building occupant to reach the sweep flag will remove the flag and conduct a sweep of the area as designated by its zone.
- The sweeper will knock LOUDLY on doors that are closed and will close any open doors (please leave doors unlocked if possible).
- Instruct occupants to evacuate the building immediately.
- The sweeper will exit the building using the designated evacuation route and proceed to the assigned assembly area.
- The sweeper will deposit the sweep flag at the Assembly Station and report any emergency information to the radio operator.
- The radio operator will report the evacuation status to the Facility Manager or Designee via the emergency radio.
- When the "All Clear" command is given, the sweeper will return the sweep flag to its assigned location.

## **Accountability Procedure**

All building personnel should report to the designated assembly area upon evacuating the building. At the assembly area, the assembly point leader ( the assembly point leader is assumed by the first person who arrives at the assembly area with the emergency radio) will question the location of those not reporting to the assembly area and as to any hazardous conditions noticed upon evacuation. The assembly point leader will then relay the information to the facility representative at the Command Post. If a facility representative is not present at the Command Post, information should be relayed directly to the Incident Commander.

## **Return to Normal Operations/Reentry Procedures**

Reentry is the first entry made after evacuation in order to perform mitigation or determine that the area is safe for personnel to return to the building. Emergency response personnel at the direction of the Incident Commander are the ONLY individuals authorized to conduct the initial reentry. This decision will be made in conjunction with the facility representative at the Command Post and with as much information available on building hazards, the incident, and safety considerations.

Return to normal operations is the point in an incident when the Incident Commander turns the facility back over to the facility management unit. A facility representative must participate in a face-to-face briefing with the Incident Commander to determine any

recovery tasks that may still need to be accomplished as a result of the incident. The facility representative will then direct personnel when to return to the building.

## **Spill & Containment Procedure**

The Emergency Management & Response (EM&R) Office has been appointed by the Laboratory Director as the organization responsible for emergency management at the Laboratory. ***All spills or releases must be reported to the EM&R Office*** by calling **667-6211** or after hours, at **667-7080**. If fire or explosion is present, or if the potential for such exists, the situation must be reported by dialing ***911 or activating a fire pull box***. In the event of a spill, the EM&R Office will determine appropriate cleanup procedures and will notify the individuals or organizations responsible for completing spill reports or fulfilling regulatory reporting requirements.

To achieve effective spill response, employees must also receive adequate training. Personnel involved with facility operations should be instructed on safety precautions and initial spill response procedures, and trained in how to use available spill cleanup materials.

### **General spill response actions are:**

- Get away (uphill, upwind)
- Identify the hazard
- Isolate the area
- Call 911 or if not life threatening, call EM&R (667-6211)

## Training Acknowledgment

Date \_\_\_\_\_

Organization \_\_\_\_\_

Work Station Location TA3-\_\_\_\_\_ Room \_\_\_\_\_

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Z# \_\_\_\_\_

Organizational Line Manager \_\_\_\_\_

### **NOTICE TO ORGANIZATIONAL TRAINING REPRESENTATIVES**

This completed Acknowledge Form must be kept on file (for every employee) in your Organization's Records. In the event of an audit, this compliance document may be requested.